

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL BOARD MEETING
MINUTES**

May 22, 2013 – 6:00 pm
in the DOMB Board Room
33 Mississauga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

Present: Sarah Valiquette-Thompson, Susan Willsey, Mariano Tulipano, Bob Willsey, Ron Spencer, Helen DiPardo,
Regrets: Councillor Pete Bowen, Eric Cathcart
Also Present: Lisa Thomson-Roop (staff)

1. Open Session

2. Chair – Sarah Valiquette-Thompson

3. Call to Order – 6:07

4. Approval of Agenda- *Carried.*

5. Disclosure of Interest -

13.f. Ironside Signage Grant Application: Ron Spencer – Landlord of applicant

6. Deputations

7. Minutes

April 17, 2013

April 23, 2013

April 30, 2013

Carried.

8. Closed Session

a. Motion to move into Closed Session

Motion 1

Moved: Susan Willsey

Seconded: Bob Willsey

“THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that the Downtown Orillia Management Board intends to hold a closed session meeting in the Downtown Orillia Management Board boardroom to deal with matters pursuant to Section 239(2) (d) of the said Act (Personnel Matters)”

Carried.

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- b. Closed Session Items
Personnel Matter- Re: Staff Contracts
- c. Motion to rise and report to Open Session

Motion 2

Moved: Bob Willsey

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board rise and report to open session.”

Carried.

9. Open Session

10. Motions arising from Closed Session Discussions

Direction: Hire a summer student to get through the busy season. Work on report with Executive Committee to discuss office staffing. Explore Co-op students for front office tasks.

11. Correspondence – Information Items

- a. Office of the City Clerk – Parking Space Use, Spring Fling on Peter Street
- b. Office of the City Clerk – West Street South Beautification
- c. Office of the City Clerk – Farmers’ Market Location – Market Square
- d. Treasury Department – Downtown Surveillance Camera Project Update
- e. Office of the City Clerk – Code of Conduct Amendments
- f. Office of City Clerk – Property Standards By-law
- g. Office of the City Clerk – Downtown May Sidewalk sale – Street Closure Request
- h. Treasury Department – Downtown Budget Report
- i. Treasury Department – Detailed Trial Balance for 2013
- j. Ministry of Citizenship and Immigration – Ontario Medal for Good Citizenship
- k. Orillia & District Canadian Club – Invitation 100th Anniversary High Tea
- l. Orillia Police Services Board – Parade Permit MS Society

Received as informational.

12. Correspondence – Action Items

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- a. Youth Unlimited – Sponsorship Request – Receive as information.
- b. Just Elaine's- Downtown Road Closures – Discussion: *In conjunction with 11.c.*
- c. CC Fashions – Dianne Cipolla Road Closures –
Discussion: We need to look at all the events. We have 3, 5 block closures this year, but we need to look at a policy in conjunction with other event organizers who use the downtown that can't fill the entire downtown. Need the flexibility to change and adapt.

Motion 3:

Moved: Mariano Tulipano

Seconded: Ron Spencer

“May Sidewalk Sale, July Sidewalk Sale and August Car Show must always be a 5 blocks. Please write in policy.”

Carried.

- d. Shawn Crawford Manager of Legislative Services – Sidewalk Signage

Motion: 4

Moved: Bob Willsey

Seconded: Helen DiPardo

“ THAT the Downtown Orillia Management Board approve the sign design provided by legislative services with suggestions of “e” be added to distinguish the e bikes.”

Carried.

13. Reports

- a. Financial Report –

Motion 5

Moved: Bob Willsey

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board pay all financials dated prior to May 22, 2013.”

Carried.

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- b. Recreation Facility – No report.
- c. Events Committee –
Received as information
- d. Marketing Committee
Received as information
- e. Website Update
Received as information.
- f. Façade Panel – Sign Board Grant Application
Ron Spencer declared a conflict and left the table during Ironside's Signage grant application discussion.

Motion 6

Moved: Nick Raseta

Seconded: Helen DiPardo

“THAT the Downtown Orillia Management Board approve a signboard façade grant application for Ironside Electric Co. at 165 Mississaga Street East in the amount of \$440.00. Payment will be issued after the submission of paid receipts and a photo of the completed sign in three installments:

- 1. on the installation of the sign**
- 2. the first anniversary of the installation of the sign;**
- 3. the 2nd anniversary of the installation of the sign.”**

Carried.

Motion 7

Moved: Nick Rasetta

Seconded: Helen DiPardo

“THAT the Downtown Orillia Management Board approve the Façade Grant Application of Ancorp Holdings Ltd for its property located at 38 Mississaga Street East in the amount of \$5000.00, which is the maximum façade grant available, for the estimated \$48,575.00 proposed improvement.

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AND THAT all paid invoices and a picture of the finished improvement is submitted to the Downtown Orillia Management Board's Office before payment is issued.

AND THAT the approval the Ancorp application is on the condition of the of the Façade Improvement Panel's approval of the entire application."

Carried.

- g. New Computer -

Direction: Explore and purchase if feasible a laptop with a core i7 and a 3 year warranty

Motion: 8

Moved: Ron Spencer

Seconded: Bob Willsey

"THAT the Downtown Orillia Management Board recommend purchasing option 1 the Toshiba Satellite and programming from Downtown Computers at a cost of \$1098.00 or not to exceed \$1500.00 for an i7 with warranty."

Carried.

- h. Hiring Committee

Direction: Hire a summer student to get through the summer.

- i. Parking Advisory Committee – Report

Received as information.

- j. Farmers' Market Ad Hoc Committee

Direction: Email membership with a copy of our letter and some context on the location of the Farmers' Market. Ask members to contact their councillors and advocate for the Market Square location.

- k. Transit Committee

Received as information

- l. Streets Alive!

Received as information

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m. Lakehead Update
No Report.

n. Chamber Update
Received as information.

14. Deputation Motions

15. Date of Next Meeting –Tuesday June 18, 2013. –DOMB Board Room

16. Adjournment – 7:50pm